

# LEGAL NOTICE

## REQUEST FOR PROPOSALS

The Arlington Redevelopment Board is seeking proposals for the following:

**Lease of Space  
Second Floor Office  
Suite 200 and 201  
Central School  
20 Academy Street  
Arlington, MA  
(RFP #18-02)**

The Arlington Redevelopment Board is requesting proposals from qualified individuals and firms for the lease of approximately 4,400 square feet of space within a building, located at 20 Academy Street, Arlington MA, for a period not to exceed 18 months.

Proposals are invited and will be received by the Purchasing Director, Town of Arlington, Massachusetts on or before **1:00 P. M., March 5, 2018** at the Town Manager's/Purchasing Office, Town Hall Annex, Second Floor, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Four (4) copies of the Technical Proposal shall be submitted in four (4) sealed envelopes marked RFP #18-02, TECHNICAL PROPOSAL TO LEASE SECOND FLOOR OFFICES, SUITE 200 AND 201 of the CENTRAL SCHOOL, 20 ACADEMY STREET, ARLINGTON, MA.

One (1) copy of the Price Proposal shall be submitted in a sealed envelope marked RFP #18-02 PRICE PROPOSAL TO LEASE SECOND FLOOR OFFICES, SUITE 200 AND 201 of the CENTRAL SCHOOL, 20 ACADEMY STREET, ARLINGTON, MA.

**Pre-bid site visit will be held upon request. To set up a visit, please contact Amy Quinn at the Department of Planning and Community Development by email at [aquinn@town.arlington.ma.us](mailto:aquinn@town.arlington.ma.us) or by phone at 781-316-3229.**

Proposals delivered after the appointed time and date will not be considered.

A copy of the RFP packet outlining the requirements for submission is available on the Town Website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). For information please contact Amy Quinn at Department of Planning and Community Development at 781-316-3229 or [aquinn@town.arlington.ma.us](mailto:aquinn@town.arlington.ma.us).

The Arlington Redevelopment Board reserves the right to cancel any request for proposals, to reject in whole or in part, any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

ARLINGTON REDEVELOPMENT BOARD  
Jennifer Raitt  
Director of Planning and Community Development  
Secretary Ex Officio

# **REQUEST FOR PROPOSALS PACKET**

**FOR THE LEASE OF**

**SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CONSISTING OF 4,400 SQUARE FEET**

**CENTRAL SCHOOL**

**20 ACADEMY STREET**

**ARLINGTON, MASSACHUSETTS**

**January 22, 2018**

# REQUEST FOR PROPOSALS

FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS

## TABLE OF CONTENTS

I.	Introduction and Description.....	2
II.	Goals.....	2
III.	Required Submittals.....	3
IV.	General Procedures.....	4
V.	Evaluation Procedures.....	5
VI.	Minimum Quality Criteria.....	6
VII.	Comparative Quality Evaluation Criteria.....	6
VIII.	Rent Evaluation Criterion.....	8
IX.	Rule for Award of Lease.....	8
X.	Lease Terms.....	8

### Forms

Disclosure of Beneficial Interests Statement  
Certificate of Non-collusion  
Certificate of Tax Compliance  
References  
Rent Proposal  
Zoning Compliance Statement  
Proposed Changes to Model Lease

### Attachments:

Model Lease  
Floor and Site Plans  
Proposal Cover Sheet

# REQUEST FOR PROPOSALS

FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS

## I. Introduction and Description

The Arlington Redevelopment Board (ARB) is making this public offering for a lessee or lessees to lease **approximately 4,400 square feet** of space at the Central School Building. The space will be offered for lease for a period not to exceed eighteen (18) months commencing on July 1, 2018.

The 19<sup>th</sup> Century structure had a major renovation in 1980 and subsequent minor modifications. The first two floors are being used for senior services, and various Town offices.

The area being offered for lease is comprised of two office suites consisting of 4,400 square feet has elevator access and an allocation of seven parking spaces, four on site and three parking spaces located across the street from the Central School.

The building has excellent transportation access, by Exit 59, State Route 2 (1 mile from site); or by Massachusetts Avenue (500 feet from site), MBTA Alewife station (<3 miles from site), and a number of MBTA bus routes including #77 (500 feet from site). The neighborhood includes office, retail, residential, and institutional uses within walking distance. The streets bounding the property are developed primarily as residential, single-family homes and municipal properties.

## II. Goals

The Arlington Redevelopment Board has established the following goals for the leasing of this available space in the Central School Building:

1. Lease the entire space to one tenant.
2. Lease the entire space for educational use.
3. Execute the lease on July 1, 2018;
4. Execute a lease that includes few changes to the Model Lease;
5. Preserve the integrity of the Central School property.
6. Use will have minimal disruption to the residential and institutional properties in the neighborhood;
7. Space is leased "as is"; any renovations or changes to the space or building must be approved by the Arlington Redevelopment Board, and the tenant must pay the cost of such renovations or changes;

8. All uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permitted by the Town as required: and,
9. The Fixed Rent, as defined in the Model Lease, should be no less than \$15.00/sf annually.
10. The Capital Contribution, as defined in the Model Lease, should be no less than \$0.50/sf

### **III. Required Submittals**

To be responsive, each prospective proposer must submit four (4) copies of the proposal, and include all of the information listed below. Each of the four (4) copies of the proposal must be inserted into a single sealed envelope marked RFP # 18- 02 PROPOSAL FOR SECOND FLOOR OFFICE, SUITE 200 AND 201, CENTRAL SCHOOL, 20 ACADEMY STREET, ARLINGTON, MA; number each envelope #1, #2, #3, and #4.

All of the following information must be included in each copy of the proposal in the following order (if any item is not applicable, include a statement that the item is not applicable):

1. The completed proposal cover page (see attachment).
2. A table of contents with page numbers.
3. The name and address of the proposed lessee, and brief description of the organization, including a copy of its articles of organization, corporate bylaws, and tax status; together with letters of interest, or other financial commitments, from financial organizations, if applicable.
4. A certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The proposal documents must be signed as follows: 1) if the proposer is an individual, by him or her personally; 2) if the proposer is a partnership, by the attested by the clerk/secretary of the corporation, and the corporate seal affixed.
5. A fully executed copy of the Disclosure of Beneficial Interests Statement, a blank of which is attached (see MGL c. 7, s. 40J).
6. A fully executed copy of the Certificate of Non-Collusion form, a blank of which is attached (see MGL c. 268A).
7. A fully executed copy of a Certificate of Tax Compliance form, a blank of which is attached (see MGL c. 62C, s. 49A).
8. The completed References form, a blank of which is attached.
9. The fully executed Rent Proposal form, a blank of which is attached.
10. A fully executed Zoning Compliance Statement, a blank of which is attached; together with a statement indicating that the use proposed by the prospective tenant will comply with all applicable laws, regulations, and permits.
11. A completed Proposed Changes to Model Lease form, a blank of which is attached.
12. An explanation of how the proposal complies with each of the Minimum Quality Criteria listed in **Section VI**, Minimum Quality Criteria, below.

13. An explanation of the level (highly advantageous, advantageous, etc.) at which the proposal complies with each of the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below, including a clear explanation of the tenant's objectives for the use of the property, including specific actions showing how the tenant proposes to integrate its use into the existing uses in the building, and into the character of the surrounding neighborhood, with minimal disruption.
14. A written description of how the tenant proposes to use the space, together with a copy of the floor plan of the space, which is included in the RFP packet. Mark the plan to show precisely how the tenant proposes to use and configure the space.
15. A statement indicating the hours of operation, the number of employees on the site at any time, the number of parking spaces required by employees by the time of day, and the number of visitors or customers expected by the time of day, and their parking requirements. Prospective tenants who are already tenants of the building should use historical data based on the last ten (10) years.

#### **IV. General Procedures**

Notice of the availability of this RFP has been conspicuously posted at the Arlington Town Hall since January 31, 2018.

Those wishing to submit a proposal must obtain a copy of the RFP packet. The RFP packet is now available at the Town Manager/Purchasing Department, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, Massachusetts 02476, between the hours of 8:00 a.m. and 4:00 p.m., Mondays through Wednesdays; 8:00 a.m. and 7:00 p.m. on Thursdays; and 8:00 a.m. and noon on Fridays. Proposers may also request that a copy of the RFP packet be mailed or emailed.

The Arlington Redevelopment Board will conduct a tour of the property at the request of applicant. Contact Amy Quinn at 781-316-3229 or [aquinn@town.arlington.ma.us](mailto:aquinn@town.arlington.ma.us) to schedule a tour.

Proposals are invited and must be received on or before 1 p.m. March 5, 2018 the Town Manager/Purchasing Department, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals received later than this time and date will be returned unopened as non-responsive. All times will be ascertained by reference to the date and time clock utilized by the Town Manager/Purchasing Office.

If, at the time of the scheduled opening of the proposals, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening of the proposals will be postponed until 11 a.m. on the next normal business day. Proposals will continue to be accepted until that time.

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening of the proposals. Each modification to proposals must be submitted in a sealed envelope clearly labeled

“Modification #18-02.” Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of the proposals, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to other offerors, potential offerors, or the Town of Arlington. If a mistake in the intended proposal is clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The lease must be executed within sixty (60) days after the opening of the proposals.

All rents submitted in response to this RFP must remain firm until the execution of the lease.

The Town may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town also reserves the right to select the winning proposal based on the evaluation of the proposer’s overall submittal, and the extent to which the proposal meets the evaluation criteria in this RFP. Thus, the Town may exercise its right to select a proposal that may not have offered the highest rent.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all proposers on record as having picked up the RFP.

Questions concerning this RFP must be submitted in writing to: Jennifer Raitt, Director of Planning and Community Development, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Questions may be delivered or mailed to this address; or emailed to [jraitt@town.arlington.ma.us](mailto:jraitt@town.arlington.ma.us). Written responses will be mailed or emailed after this deadline to all proposers on record as having picked up the RFP.

## **V. Evaluation Procedures**

The Department of Planning and Community Development (The Department) will screen the proposals for completeness. Proposals deemed to be incomplete will be rejected. The A Selection Committee will then review each completed proposal to ensure that it meets all of the minimum quality criteria listed in **Section VI**, Minimum Quality Criteria, below. Those proposals that meet all of the minimum quality criteria, and that are determined to be responsive, will be further reviewed using the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below.

The committee will rate each of the first seven (7) mandatory Comparative Quality Evaluation Criteria listed below using the listed ratings. Once evaluated and rated with respect to the first seven (7) mandatory Comparative Quality Evaluation Criteria, the committee will then decide whether to conduct interviews of proposers. In either case listed immediately below, the committee shall evaluate and assign an overall rating to each proposal and:

Recommend to the ARB which proposer to negotiate the lease with, based on the most advantageous overall ratings of the seven (7) mandatory Comparative Quality Criteria, and the Rent Evaluation Criterion; or,

Conduct the Optional Interview/Presentation jointly with a designee of the Arlington Redevelopment Board with the top-ranked proposers; and then recommend to the full ARB which proposer to negotiate the lease with, based on the overall most advantageous ratings of all of the Comparative Quality Criteria, and on the Rent Evaluation Criterion.

Proposers are reminded that rent alone is not the final determining factor leading to the execution of the lease.

#### **VI. Minimum Quality Criteria**

Following are the Minimum Quality Criteria that proposers must meet. Failure to meet these Minimum Quality Criteria will result in the immediate rejection of the proposal. Proposers must clearly indicate, and explain in detail, compliance with these Minimum Quality Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 12, above).

1. Proposers must address all of the goals listed in **Section II**, Goals, above. In addition, proposers must comply with the requirements specified in **Section III**, Required Submittals, and **Section IV**, General Procedures, above.
2. Proposed Community Benefits:
  - a. How will the proposed use benefit the residents of Arlington, the immediate neighborhood, and the surrounding area? Benefits might include, but are not limited to:
    - a. Providing employment or training opportunities for Arlington residents.
    - b. Creating a customer base for Arlington businesses.
    - c. Improving or protecting the Arlington environment
    - d. Serving an underserved population
    - e. Other

#### **VII. Comparative Quality Evaluation Criteria**

Each of the Comparative Quality Evaluation Criteria below may contain ratings of highly advantageous, advantageous, not advantageous, and unacceptable. Proposers must clearly indicate, and explain in detail, the level of compliance with these Comparative



Quality Evaluation Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 13, above).

1. AMOUNT OF SPACE DESIRED

Highly Advantageous – One (1) Tenant proposes to use the entire available space.

Advantageous – Tenant proposes to use more than half but less than the entire available space.

Least Advantageous – Tenant proposes to use less than half the entire available space.

2. PROPOSED TERM OF LEASE

Highly Advantageous – A lease term not to exceed eighteen (18) months is proposed.

Not Advantageous – A lease term exceeding eighteen (18) months is proposed.

3. PROPOSED LEASE COMMENCEMENT DATE

Highly Advantageous – A lease commencement date of July 1, 2018.

Not Advantageous – A lease commencement date after July 1, 2018.

4. PROPOSED MODEL LEASE CHANGES

Highly Advantageous – No or very few substantive changes are proposed for the Model Lease.

Advantageous – Many substantive changes are proposed for the Model Lease.

Not Advantageous – An altogether different lease is proposed.

5. LEVEL OF DISRUPTION CAUSED BY PROPOSED USE

Highly Advantageous – Proposed use is the same as or very similar to existing uses in the building, and will not cause a substantial disruption to existing uses or the neighborhood.

Advantageous – Proposed use, though not similar to existing uses in the building, will demonstrably not cause a substantial disruption to existing uses or the neighborhood.

Not Advantageous – Proposed use is not similar to existing uses in the building, and could cause a substantial disruption to existing uses or the neighborhood.

6. Sufficient financial resources to maintain rental and operating expenses.

Highly Advantageous – Proponent has demonstrated sufficient financial resources to maintain rental and operating expenses.

Not Advantageous – Proponent has not demonstrated sufficient financial resources to maintain rental and operating expenses.

7. OPTIONAL INTERVIEW/PRESENTATION

Highly Advantageous – Well-designed, concise, original presentation, with specific focus on, and clarification of, the written proposal, made by prospective tenant; concise, “on-point” answers to questions

Advantageous – Average presentation, with general focus on, and clarification of, the written proposal, or average answers to questions, made by prospective tenants.

Not Advantageous – Poor presentation, with very little focus on, and clarification of, the written proposal, or poor answers to questions, made by prospective tenants.

#### **VIII. Rent Evaluation Criterion**

Rent will be evaluated based on the highest proposed rent. Current tenant pays \$66,000 per year.

#### **IX. Rule for Award of Lease**

The proposal selected for award of the lease will be the most advantageous proposal from a proposer who is both responsive and responsible, taking into consideration rent and all other evaluation criteria set forth in this RFP. A *responsive* proposer is one who meets all of the basic requirements as outlined in this RFP, and whose proposal contains the required information and properly executed forms; a *responsible* proposer is one who possesses the capability, integrity, and reliability to enter into a lease with the Arlington Redevelopment Board.

#### **X. Lease Terms**

The selected proposer shall execute a lease that is substantially based on the attached Model Lease.

## DISCLOSURE OF BENEFICIAL INTERESTS STATEMENT

PARTY TO REAL PROPERTY TRANSACTION WITH A PUBLIC AGENCY  
M.G.L. c. 7(C), s. 38 (FORMERLY M.G.L. c. 7, s.40J)

FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains of perjury, the following information as required by law:

REAL PROPERTY                      4,400 square feet, more or less, of vacant space  
Central School  
20 Academy Street  
Arlington, MA 02476

TERM OF LEASE                      Eighteen (18) Months

DISCLOSING PARTY                      Arlington Redevelopment Board, a public entity  
Town of Arlington  
Town Hall Annex  
730 Massachusetts Avenue  
Arlington, MA 02476

ROLE OF PARTY    XX Lessor/Landlord                      \_\_\_\_\_ Lessee/Tenant  
(check appropriate) \_\_\_\_\_ Seller/Grantor                      \_\_\_\_\_ Buyer/Grantee  
\_\_\_\_\_ Other (Please describe):

Names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7(C), s. 38, are hereby disclosed as follows (attach additional pages if necessary):

Print Name

Address

_____	_____
_____	_____
_____	_____
_____	_____

None of the aforementioned persons is an official elected to public office in the Town of Arlington, or an employee of the Town of Arlington, or is an employee of the Division of Capital Asset Management and Maintenance, except as follows (insert "none" if none):

Print Name

Address

_____	_____
_____	_____
_____	_____
_____	_____

The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7(C), Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental*

*agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

This statement is hereby signed under penalties of perjury.

---

Signature

---

Print Name

---

Title

---

Date Signed

## **CERTIFICATE OF NON-COLLUSION**

**FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Signature of Individual Submitting Proposal

---

Print Name of Individual Submitting Proposal

---

Print Name of Business

---

Date Signed

**BY STATE LAW THIS  
NON-COLLUSION FORM  
MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL**

## **CERTIFICATE OF TAX COMPLIANCE**

**FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

Social Security Number or  
Federal Identification Number

---

Signature of Individual or Responsible  
Corporate Officer

---

Print Name of Individual or Responsible  
Corporate Officer

---

Date Signed

**BY STATE LAW THIS  
CERTIFICATE OF TAX COMPLIANCE  
FORM MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL**

## REFERENCES

FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS

Proposer:\_\_\_\_\_

Proposer must provide complete contact information for at least three (3) recent references, including current landlord, if applicable.

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

Contact:\_\_\_\_\_

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

---

---

Dates of relationship:\_\_\_\_\_

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

Contact:\_\_\_\_\_

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

---

---

Dates of relationship:\_\_\_\_\_



Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

---

---

Dates of relationship: \_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

---

---

Dates of relationship: \_\_\_\_\_

**Duplicate and attach additional sheets as necessary**

# RENT PROPOSAL

**REQUEST FOR PROPOSALS (RFP)  
FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

LESSOR: Arlington Redevelopment Board, Town of Arlington  
Town Hall Annex  
730 Massachusetts Avenue  
Arlington, MA 02476

LESSEE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREMISES: Second Floor Office, Suite 200 and 201  
Central School  
20 Academy Street  
Arlington, MA 02476

PROPOSED SPACE TO BE LEASED (AMOUNT IN SQUARE FEET AND LOCATION)

---

PROPOSED ANNUAL RENT (PER SQUARE FOOT AND TOTAL ANNUAL RENT)

---

ANNUAL RENT DOES NOT INCLUDE A CAPITAL CONTRIBUTION IN THE AMOUNT OF \$0.50 PER SQUARE FOOT OF THE DEMISES PREMISES. THIS COST REMAINS FIXED THROUGHOUT THE LIFE OF THE LEASE AND IS NOT SUBJECT TO THE ADJUSTMENT.

PROP. TERM

PROPOSED  
COMMENCEMENT DATE \_\_\_\_\_

PROPOSED  
TERMINATION DATE June 30, \_\_\_\_\_

RENT  
ADJUSTOR Fixed rent is to be adjusted annually in accordance with the procedures set forth in Section 7, Annual Fixed Rent, of the Model Lease.

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Print Name Date Signed

## ZONING COMPLIANCE STATEMENT

**FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

We have examined the Arlington Zoning Bylaw, and the Table of Use Regulations, Article 5 therein, under the R7 Apartment – High Density Zoning District. In our opinion, we qualify as Use # \_\_\_\_\_.

Describe below the aspects of the use that qualify it as Use #\_\_\_\_\_ (add sheet, if necessary).

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Title

Print Name

Date Signed

## PROPOSED CHANGES TO MODEL LEASE

FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS

The attached model lease is included to provide prospective tenants with the lease that represents substantially the lease that the Town intends to execute. Indicate below only the provisions that you would like to *substantially* change or eliminate, and provide only the *substantial* changes that you propose; include also any additional *substantial* requirements or provisions (add sheets if necessary). Proposed *substantial* changes:

---

---

---

---

---

---

---

---

---

---

Proposed additional requirements or provisions:

---

---

---

---

---

---

---

---

---

---

Attach additional sheets as needed.

# **REQUEST FOR PROPOSALS**

**FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

**MODEL LEASE  
(ATTACHED)**

# **REQUEST FOR PROPOSALS**

**FOR LEASE OF THE  
SECOND FLOOR OFFICE  
SUITE 201 AND 200  
CENTRAL SCHOOL BUILDING  
20 ACADEMY STREET  
ARLINGTON, MASSACHUSETTS**

**FLOOR AND SITE PLANS FOR  
CENTRAL SCHOOL PROPERTY  
(AVAILABLE UPON REQUEST)**

**PROPOSAL FOR LEASE OF  
SECOND FLOOR OFFICE  
SUITE 200 AND 201  
CENTRAL SCHOOL BUILDING  
20 Academy Street  
ARLINGTON, MASSACHUSETTS**

**Submitted by:**

---

---

---

---

---

(Name, Address, Telephone Number of Firm)

**Date Submitted:** \_\_\_\_\_